



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5730.1A

OGC

20 Jun 08

NSTC INSTRUCTION 5730.1A

Subj: PROCEDURES FOR HANDLING CONGRESSIONAL, STATE AND LOCAL
GOVERNMENT INQUIRIES

Ref: (a) SECNAVINST 5730.5J

Encl: (1) Congressional and Local Government Correspondence
Flow Chart

1. Purpose. To promulgate procedures and responsibilities for handling Congressional, State and local governmental inquiries in accordance with reference (a) so as to ensure a timely, accurate and professional response. These procedures apply to inquiries from Federal, State and local government representatives.

2. Cancellation. CNSTCINST 5730.1.

3. Background. Naval Service Training Command (NSTC) and its commands and activities receive many inquiries from members of Congress as well as from representatives of State and local government ("Inquiries") concerning a broad range of issues.

4. Action. Addressees shall be thoroughly cognizant of, and comply with, the policy and procedures set forth in reference (a) and this instruction. They shall implement and comply with such procedures to accurately track inquiries and to ensure a timely, professional response.

a. Action Lead. NSTC Flag Administration (N004) is designated the action lead for all inquiries. Inquiries received by NSTC or any NSTC commands or activities shall be immediately forwarded to N004 by the most expeditious available means, which will generally be e-mail.

b. Inquiry Processing. On receiving an inquiry, N004 will:

(1) Inform the Office of Legislative Affairs (OLA), via the CNO HQWeb Tasker System (Tasker);

(2) Assign and direct specific commands, activities and departments to either provide input for a response or to answer the inquiry directly by a specified date;

(3) Identify the releasing signature authority and notify the responsible action command or department. Commander, Naval Service Training Command (CNSTC) will be the releasing authority on inquiries concerning issues of Navy policy and for any correspondence in which CNSTC would be acting as a representative for the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Vice Chief of Naval Operations (VCNO), or Commander, Naval Education and Training Command (CNETC). Under no circumstances shall signature authority for outgoing Congressional correspondence from NSTC or any of its activities be delegated below the Commanding Officer level; and

(4) Coordinate a legal review of all draft interim and final responses with either (a) the Navy Regional Legal Services Office Midwest for all military personnel matters (RTC, OTC, NJROTC) or (b) the NSTC Office of General Counsel (OGC) for all NJROTC, civilian personnel, contracting/procurement, ethics, FOIA/Privacy Act, fiscal and all other business matters.

c. Submitting Responses


(1) Response Date. Commands, activities and departments directed to provide input for a response to inquiries shall do so by the date specified by N004. All response dates will be in accordance with reference (a).

(2) Interim Response. If a final reply cannot be made by the specified date, the Command, activity or department assigned to respond shall draft an interim reply within 48 hours of receipt of Congressional inquiries and transmit it to N004. The interim reply shall provide as much relevant, responsive information as possible, including the reason why additional time is required and the anticipated date of the final response.

(3) Status of Responses. Commands, activities and departments shall update N004 on the status of all outstanding responses and shall immediately provide N004 with a copy of all interim as well as final responses signed at their level.

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d. Copies to OLA. N004 will ensure that all copies of the incoming and outgoing correspondence subject to this instruction are forwarded to the Office of Legislative Affairs (OLA), SECNAV, CNO, VCNO or NETC as appropriate via the OPNAV Tasker program.



A. O. LOTRING

Distribution: (NSTCINST 5216.1B)
List 4

CONGRESSIONAL FLOWCHART

